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ABSTRACT

This guide is designed to help answer some of the questions that high school students frequently ask when using the Sangamon State University (SSU) Library. The library collection is designed to support the curriculum of the university, an upper-division and graduate institution stressing liberal arts and public affairs, and materials for courses in these areas are emphasized. The library acquires few materials related to vocational education. This document is divided into the following sections: About the Brookens Building; About the Library; Using the Library; Borrowing Materials from the Library; Arranging Class Workshops; Library Hours; Photoduplicating Library Materials; Locating Library Materials (covering books and other cataloged items, catalog cards, periodicals, indexes and abstracts, government publications, and materials for specialized research); and Class Visits to the SSU Library. Appendices include a brief guide to the SSU online catalog and an abridged outline of the Library of Congress classification system. (THC)

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high school students guide to sources:

sangamon state university library

ED267740

scope

This guide is designed to help answer some of the questions asked by high school students using the Sangamon State University Library.

The library collection is designed to support the curriculum of the University. Sangamon State is an upper-division and graduate institution stressing liberal arts and public affairs; therefore, the library collection emphasizes materials for courses in these areas. Because SSU does not offer courses in vocational education, such as agriculture or automotive mechanics for example, the library acquires few materials in these areas.

about the brookens building

The Brookens building is the brick structure west of parking lot A. It is divided into four different levels and three separate sides. Those sides are:

- Classroom and office
- Library
- Observatory

Each of these sides has its own separate entrance. The Library entrance is on the west side of the Brookens building.

about the library

The Library occupies parts of four levels in the Brookens Building.

- Level One - The basement level. It houses the Media Lab, Archives, and a lounge area with vending machines.
- Level Two - The main floor, entrance level. Reference service and materials, loans desk, college catalogs, government publications, microform readers and printers, and the card catalog are only a few of the items located on this floor.
- Level Three - Periodicals and newspapers, microfilm of these materials, and microfilm readers.
- Level Four - Open stack area for the general book collection.

using the library

Students, faculty and staff members from area schools are welcome to come to Sangamon State University to use the Library for study and research. All materials are available for use in the Library by any individuals any time the Library is open.

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sangamon state university springfield, illinois

1983

borrowing materials from the library

Materials may be borrowed from the Sangamon State University Library in the following ways:

interlibrary loans

Students, faculty or staff members from area schools who find books at the SSU Library they would like to borrow, should take the items to the "Get Help Here" desk on Level Two of the Library. The items will be held for one week until ALA Interlibrary Loan Request forms are received from the school librarian for each item to be borrowed. As soon as the request forms are received, SSU Library will send the items to the borrowing library via the Interlibrary Delivery System (ILDS), and the individuals may obtain them from that library.

Items sent on interlibrary loan are checked out for one month with no renewals.

Items should be returned to the school library and not returned directly to Sangamon State University; the school library will then return them to SSU.

special arrangements for workshop classes

When entire classes attend bibliographic instructional workshops, students may locate items appropriate for their research topics, check out the items during the class, and take the materials with them.

Item are loaned to the school library, not individual students, for one month with no renewals.

Items should be returned to the school library and not returned directly to Sangamon State University; the school library will then return them to SSU.

info pass/high school cards

The Info Pass/High School cards may be used by students from high schools which have signed an Info Pass agreement with SSU. When students are issued Info Passes by their librarians, they may come to Sangamon State Library and borrow materials any time the Library is open, charging the items to the Info Pass card issued to their library. ALA Interlibrary Loan Request forms are not necessary for these transactions. High schools interested in participating in the Info Pass program should call Ina Robertson at 217-786-6633.

Items will be loaned for one month with no renewals.

Items should be returned to the school library and not returned directly to Sangamon State University; the school library will then return them to SSU.

arranging class workshops

If faculty members are interested in having class tours or workshops, they should contact Ina Robertson to discuss arrangements. Experience has shown that the most successful visits are those which use the workshop format rather than those which merely tour the building.

Bibliographic instructional workshops may be designed to meet the needs of particular classes and are conducted for groups of twenty-five students or less.

library hours

Regular Library hours are:

- Monday through Friday: 8 a.m. to 10:30 p.m.
- Saturday: 8 a.m. to 5 p.m.
- Sunday: 2 p.m. to 10:30 p.m.

Holiday and semester break hours are posted at the Library doors. Information on hours is also available by calling 217-786-6633.

photoduplicating library materials

Self service photocopying is available for paper copies of materials at 5¢ per page. Copy machines are located in the stairwell lounges on Levels One, Two and Three.

Self service copying is available for microfilm and microfiche materials at 10¢ per page. These copy machines are located on Level Two.

locating library materials

books and other cataloged items

The Library has a card catalog (paper) and has recently installed public terminals for a computerized access system to materials called LCS (Library Circulation System.)

using the card catalog (paper)

The card catalog is located on Level Two.

At Sangamon State, the card catalog includes: books, cassettes, films, filmstrips, games, kits, records, slide-sets, transparencies, and United Nations sales publications.

The card catalog does not include: archival materials, college catalogs, corporation and foundation annual reports, U.S. and Illinois government publications, individual slides, microfiche collections, newspapers, periodicals, maps, telephone books and United Nations official records.

Ask the librarian at the "Get Help Here" desk for assistance in locating materials not listed in the card catalog.

At SSU, the card catalog is divided into three sections. Materials may be found by checking under the author's last name in the AUTHOR catalog, under the title in the TITLE catalog, or under the subject in the SUBJECT catalog.

filing in the card catalog

Cards are filed word-by-word in the catalog with each word considered separately. Articles ("the," "a," "an") at the beginning of an entry are ignored, but are considered for filing when they appear within the entry.

Abbreviations (Dr., Mr.) and numbers are filed as if they were spelled out and initials (AAA) are filed at the beginning of the appropriate letter of the alphabet.

subject headings

The SUBJECT section of the card catalog is used to locate material on a particular topic. In order to find the term under which the particular topic is listed, it is necessary to refer to the two volumes titled, The Library of Congress Subject Headings ("the big red books") located on a stand by the card catalog.

Following is a sample entry from The Library of Congress Subject Headings:

Computers		
Here are entered works on modern computers first developed after 1945.		(This tells what type books are filed under the term: computers.
sa	Airborne computers Computer art Minicomputers Used computers	sa: (see also) indicates a reference to a related topic.
x	Automatic computers Computers, Electronic Electronic brains Electronic computers	x: (see from) indicates a reference from an expression not itself used as a heading. (Don't use these terms)
xx	Calculating-machines Computer industry Cybernetics Information storage and retrieval systems	xx: (see also from) indicates a related or broader heading from which a "See also" reference is made.

using lcs

Library materials may be located by using the computerized access system called LCS. Searching on LCS may be initiated if the author, title, or call number of a book is known. LCS not only shows if an item is in the collection, it also shows whether or not it is checked out. At the present time, it is not possible to search in a subject area unless the call number of the subject area is known.

Instructions for LCS searching are located at each terminal and a copy of the instructions is included as Appendix A of this guide.

call numbers

Books in the SSU Library are arranged by Library of Congress call numbers. Most high school libraries use the Dewey Decimal system which is a numerical method of arranging library materials. The Library of Congress (LC) is an alphanumeric (letter-number) system. An abridged outline of the Library of Congress Classification system is included as Appendix B of this guide.

reading lc call numbers

An LC call number looks like this:

HJ	Stands for public finance books
5718	Stands for a particular aspect of public finance
L43	Stands for a particular work
1983	Year book was published on this subject

Call numbers are read line-by-line. Books are placed on the shelves alphabetically by the combination of letters in the first line of the call number. Then in order by the numbers in the second line. Then by the letter-number combinations in the following line(s).

Line two is read as a whole number, but the following alphanumeric lines are read as decimals.

Books in the Library of Congress system would be arranged on the shelves in the following manner:

HA	L	LB	LB	LB	LB	LC
632	15	1	74	74.5	593	
M543	R6	S230	J25	P27	U3	
	1980			1977		

For assistance in locating books in the Library of Congress system, ask the librarian at the "Get Help Here" desk.

additional guides to locating information in books

In addition to the card catalog and LCS, the following indexes may be consulted to locate materials.

ESSAY AND GENERAL LITERATURE INDEX (REF A1 3 E752)

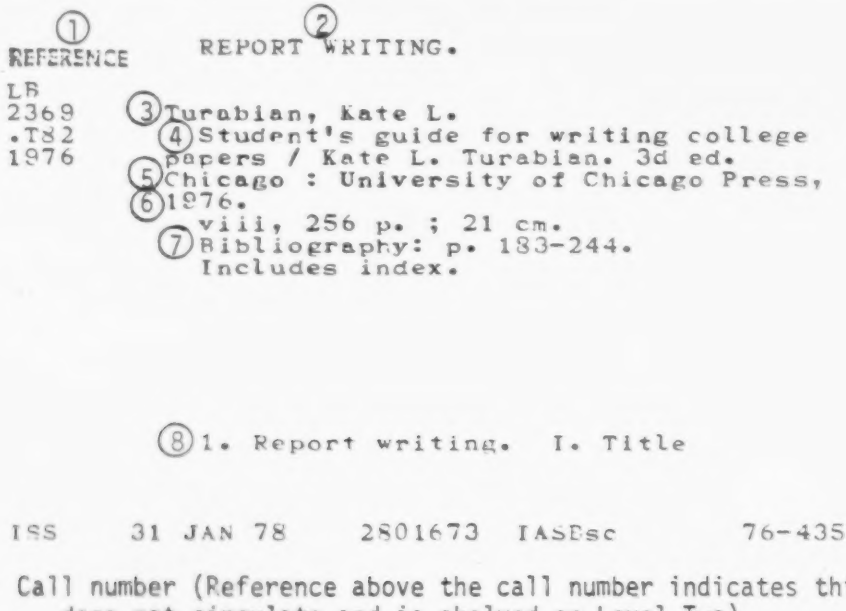
This is an author and subject index to collections of essays or literary articles in books. It includes the subjects of religion, political science, the various arts, literature and history. It is especially valuable for locating materials by and about specific authors and their writings.

BIBLIOGRAPHIC INDEX (INDEX Z 1002 B595)

This is a subject list of bibliographies published separately or as parts of books, pamphlets, or periodicals. Each entry must have at least fifty citations before it is included in the index. Consult this index when preparing a bibliography or to locate additional materials on a subject.

reading catalog cards

To locate appropriate materials, catalog cards should be read carefully. The various items on a catalog card are identified below.


① REFERENCE
LB
2369
.T82
1976
② REPORT WRITING.
③ Turabian, Kate L.
④ Student's guide for writing college papers / Kate L. Turabian. 3d ed.
⑤ Chicago : University of Chicago Press,
⑥ 1976.
viii, 256 p. ; 21 cm.
⑦ Bibliography: p. 183-244.
Includes index.
⑧ 1. Report writing. I. Title
ISS 31 JAN 78 2801673 IASDsc 76-435

① Call number (Reference above the call number indicates this copy does not circulate and is shelved on Level Two)
② Subject heading
③ Author
④ Title
⑤ Place of publication and publisher
⑥ Copyright date
⑦ Information about the book
⑧ Catalog cards are filed under these terms, called tracings

periodicals

Periodical articles may provide more current information than books and are important sources for research.

At SSU, periodicals are located on Level Three and are filed alphabetically by title. Some periodicals are available in paper copy and on microfilm. Consult the computer printout to determine which periodicals are available, their formats and the extent of SSU's holdings.

reading the computer print-out for periodicals

Computer printouts for periodicals are located on counters near the "Get Help Here" desk and are also available on Level Three.

Computer Printout for Periodicals

①	②			⑤
T005050	Time			Periodicals (third level)
	③ Film	VI-	1923-	
	④ Paper	V93-	1969-	

⑥ Current issue in Periodical Browsing Area

① Computer identification number.

② Title of periodical.

③ Microfilm copies available beginning with Volume I, 1923 and continuing to current date.

④ Paper copies available beginning with Volume 93, 1969 and continuing to current date.

⑤ Items located in Periodical section on Level Three.

⑥ Latest issue may be found in Current Periodical Browsing Area on Level Three.

using indexes and abstracts

While indexes and abstracts sometimes cite books or government publications, they are particularly helpful in identifying information in periodicals and newspapers. Indexes and abstracts are located on Level Two and are arranged by call number. Use the Guide to Collections: Indexes and Abstracts

to determine which index will be most useful and where it is shelved. Ask the librarian at the "Get Help Here" desk for assistance in using the Guide to Collections: Indexes and Abstracts.

Most index and abstract volumes contain instructions for use. These instructions are usually found in the front of the volumes.

Most indexes are similar to Readers' Guide to Periodical Literature and are arranged by subjects and authors. Citations include article title, author, periodical name, volume, page, and date.

Abstract volumes, however, will include a brief summary of the article in addition to the bibliographic citation. Abstract volumes usually include a subject and an author index while the abstracts themselves are arranged numerically. The indexes refer the user to the number of the abstract. Refer to the instructions at the front of the book for additional explanations or ask at the "Get Help Here" desk.

indexes

READERS' GUIDE TO PERIODICAL LITERATURE. V. 1- 1900/04- (INDEX AI 3 R48)

This is probably the most popular index and the one used first by most students. Entries are arranged by author and subject. Below is a sample entry from Readers' Guide.

① Nuclear fusion
② Clean nuclear power? (using particle beams to ignite proton-based reactions) ③ J. Schlefer. il.
④ Technol Rev ⑤ 85: ⑥ 74-5 ⑦ N/D '82

① Subject Heading
② Title of Article
③ Author
④ Title of periodical
⑤ Volume of periodical
⑥ Pages of article
⑦ Month and year of periodical

Following is a list of indexes which are similar to Readers' Guide to Periodical Literature, but index periodicals on different topics:

APPLIED SCIENCE AND TECHNOLOGY INDEX. V.46- 1958- (INDEX T 1 A6x)

This index is useful for such topics as aeronautics, space, computer technology, food, transportation, engineering and other mechanical and industrial arts.

ART INDEX. V. 1- 1929/32- (INDEX NX 1 A7x)
This index is useful for such topics as archaeology, architecture, art history, fine arts, landscape architecture, interior design, music, photography and film.

BIOGRAPHY INDEX. V. 1- 1946/49- (INDEX CT 104 B5x)
This index is useful in locating biographical materials in magazines, current books of individual and collective biographies and incidental biographical material in otherwise non-biographical books.

BIOLOGICAL AND AGRICULTURAL INDEX. V. 12 1948/51- (INDEX S 18 B5x)

This index is useful for such topics as agriculture, animal husbandry, biology, botany, environmental science, genetics, nutrition and physiology.

BOOK REVIEW DIGEST. V. 1- 1905- (INDEX Z 1219 C96)

This index is useful in locating information leading to book reviews of current fiction and non-fiction books. See also Book Review Index (INDEX Z 1035 .A1B6.), Technical Book Review Index (INDEX Z 7913 .T36) and Index to Book Reviews in the Humanities (INDEX Z 1035 .A1I63.) There are many additional sources for book reviews; ask at the "Get Help Here" desk for assistance in locating these sources.

BUSINESS PERIODICALS INDEX. 1958/59 (INDEX HG 1 B8x)

This index is useful for such topics as advertising, banking, computers, management, drugs and cosmetics, finance, electronics and other specific businesses, industries and trade.

GENERAL SCIENCE INDEX. V. 1 19-- (INDEX Q 1 G45)

This index is useful for such topics as astronomy, chemistry, environment and conservation, genetics, medicine and health, oceanography and zoology.

HUMANITIES INDEX. V. 1- 1974- (INDEX A1 3 R4923x)

This index is useful for such topics as folklore, history, language and literature, the performing arts, religion, philosophy and theology.

newspapers and newspaper indexes

Among the printed news media, newspapers are the fastest and most up-to-date information source. The SSU Library subscribes to many newspapers and maintains past issues of selected ones on microfilm.

Newspapers, both paper copies and microfilm, are located on Level Three.

In some cases, the SSU Library has a newspaper's companion index which will provide quick access to news reports by subject and/or personal name. These indexes are located on Level Two and are included in the Guide to Sources: Indexes and Abstracts.

Listed below are a few of the more popular newspapers with indexes available at the SSU Library:

New York Times (Daily) (Film 1851-)
Paper held until replaced by film. Includes New York Times Magazine and the New York Times Book Review as part of the Sunday issues.

New York Times Index. 1851- (INDEX A1 21 N44)

Chicago Tribune (Daily) Illinois. (Film 1970-)
Paper held until replaced by film.

Chicago Tribune Index. 1972- (INDEX A1 N42x)

Wall Street Journal. (Daily) New York. (Film 1958-)
Midwestern edition. Paper held until replaced by film.

The Wall Street Journal Index. 1957- (INDEX HG 1 W28)

other news sources

In addition to daily newspapers, there are reference materials which summarize, record and index the news on a weekly basis. One of these reference services is FACTS ON FILE (REF D 410 F3.) It provides a weekly digest of national and foreign news events that is factual, detailed, and up-to-date. It also covers the fields of sports, medicine, education, religion, crime, current books, theatre, films and activities of prominent persons in the news.

government publications

Publications of the United States government and Illinois government are not included in the card catalog, but they are in the LCS system. They are located on Level Two.

United States government publications are arranged by call numbers assigned to them at the U.S. Government Printing Office. Illinois publications are arranged by a similar system devised at SSU.

Several published indexes provide subject access to United States publications. High school students usually find the following most useful:

Publications Reference File (PRF)

Located behind the "Get Help Here" desk, this microfiche set lists publications available for sale by the U.S. Government Printing Office. It is arranged by key word, title, and personal author.

Each citation in PRF provides the publication's call number; to determine if SSU has it, check the LCS system by that number. For example, a student wanting NASA's publication, Voyager Encounters Jupiter, which has a call number of NAS 1.2: V94/2 would query the LCS terminal as follows:

DSC/DOC.NAS1.2:V94+2 (Note: Slash marks in a call number are entered into the terminal by hitting the "+" key)

The terminal would answer that SSU has the publication and would give the due date if it were checked out.

Among other indexes to United States publications at SSU are American Statistics Index (ASI) (DOC INDEX 2 7554 U5 A46) and Congressional Information Service (CIS) (DOC INDEX KF 49 C62). The former indexes and abstracts U.S. publications containing statistics while the latter does the same for all congressional publications except for Congressional Record. SSU owns all publications listed in ASI and CIS in microfiche form. Assistance in using these tools is available at the "Get Help Here" desk.

A computer printout kept on the rack behind the "Get Help Here" desk provides author, title, and subject access to Illinois state publications at SSU. The printout includes the call number by which each Illinois publication is shelved on Level Two.

materials for specialized research

Literature

Literary criticism is so large a subject and has so many different aspects that it is impossible to include all of the reference tools available in the SSU Library. Listed below are a few of the books useful for research in this area.

Contemporary Literary Criticism. 23v. Gale Pub. (REF PN 771 C59)

For critical appraisal of authors still living and those who died after December 31, 1959, this is a recommended series. Each volume contains recent criticism and evaluation of new and established contemporary authors.

Criticism is primarily on novelists, dramatists, poets and short story writers but there is also information on song writers, film makers, cartoonists, screen-writers, and young adult authors. A cumulative author and critic index is at the back of each volume.

Twentieth-Century Literary Criticism. 9V. Gale Pub. (REF PN 771 T88)

Consult this series for critical appraisal of creative writers who lived between 1900 and 1960. Each author section includes a list of principal works and has an annotated bibliography for further research. Each volume contains a cumulative index to authors and critics.

Nineteenth-Century Literature Criticism. 3V. Gale Pub. (REF PN 761 N5)

Use this comprehensive series for information on great novelists, poets, playwrights and short story writers who lived between 1800 and 1899. Each author entry includes biographical data, a list of principal works, excerpts from criticism, and an annotated bibliography. Each volume contains a cumulative index to authors and critics.

Contemporary Authors. 42V. Gale Pub. (REF Z 1224 C6)

Although the numbering system may be confusing, as of April, 1983, there are only 42 books in this series, with information on more than 71,000 authors. This is an excellent index to use for biographical and bibliographical data on modern novelists, poets, playwrights, journalists and script writers. Use the separate cumulative index to find the appropriate volume number.

Something About the Author. 30V. Gale Pub. (REF PN 1009 A1 S62)

There are now 30 volumes in this series and each contains articles on 150 to 200 juvenile and young adult authors. Personal and career data, information on published works as well as on works in progress, photographs of the authors and artists, plus bibliographies are included. A cumulative index to illustrations and authors is at the back of each volume.

MLA International Bibliography of Books and Articles on the Modern Languages and Literatures. 1921/25- (INDEX P 1 M642x)

This is an excellent guide to literary criticism to be found in magazines and books. It is published annually by the Modern Language Association of America (MLA.)

MLA is arranged by the nationality of the literature, then by time period, and then by the name of the literary figure, e.g. English, Nineteenth Century, Browning, Robert.

History

The University Archives/Special Collections unit contains not only official and nonofficial records documenting the history and development of Sangamon State University, but also county and circuit court records of 14 Central Illinois counties and manuscripts and records generated by private individuals, families and organizations.

The Archives/Special Collections' materials are open to the public unless restricted by law or contractual agreement with a donor. All materials must be used in the Archives/Special Collections reading room; the collection does not circulate. In addition to photocopy services, Archives/Special Collections offers photographic reproduction services, microform readers, and tape recorders.

Teachers may arrange class visits to the Archives/Special Collections unit by contacting Nancy Hunt, University Archivist, at 217-786-6520.

class visits to the ssu library

Workshops for visiting high school students are designed to acquaint them with an academic library. They supplement and enrich the library instructional programs at the high schools and are not intended to replace them. The ultimate goal of the SSU program is to help the high schools produce skilled library users.

The typical class visit to the SSU Library consists of a 40-minute classroom presentation in which students are introduced to the library and its collection and instructed how to locate and to check out materials. After a tour of the Library, the students are allowed time to work on their own, locate items on their research topics, and check them out. A visit can last for as little as two hours, but many classes stay at the Library all day. Students may eat in the Public Affairs Center cafeteria or may bring their lunches. While on campus, parking lot A should be used for bus or private vehicle parking.

Teachers planning to visit the SSU Library should schedule the visit as far in advance as possible. Classes must not exceed 25 students. General reference tools are discussed in the classroom presentation unless other specialized reference items are requested. The presentations can be designed to discuss specific research tools for such subjects as history, science or literature.

Classroom presentations are not required for students on return visits. Teachers bringing classes for subsequent visits should contact the Library to make certain adequate personnel will be available and that other class visits are not scheduled.

Some teachers already may be familiar with the SSU Library and its collections, but past experience has shown that best results are obtained when students, on their initial visit, attend the formal classroom sessions presented by the SSU Library faculty. In addition, the SSU Library faculty is always happy to provide workshops for classroom teachers interested in learning more about the Library, educational materials, or the ERIC collection and online searching.

For additional information on the program or to schedule class visits, contact Ina Robertson at 217-786-6633.

This guide was prepared with an ECIA, Chapter 2 Mini-grant from the Illinois State Board of Education by Ina Robertson, Instructional Services Librarian, in June, 1983.

SANGAMON STATE UNIVERSITY

LCS BRIEF GUIDE

LCS is an on-line circulation system for 22 colleges and universities in Illinois. To search for materials use the instructions below. If you do not find what you want by using LCS, ask for help at the Get Help Here desk or consult the card catalog.

1 INITIATING A SEARCH

IF YOU KNOW:	TYPE THIS COMMAND:	FOLLOWED BY THESE LETTERS:	REMEMBER TO:	EXAMPLES:
AUTHOR & TITLE	ATS/	4 letters (Author's Last Name) 5 letters* (First Word of Title)	Press Return Key	ATS/TURAMANUA
TITLE	TLS/	4 letters** (First Word) 5 letters (Second Word)	Press Return Key	*TLS/MANUFOR
AUTHOR	AUT/	6 letters** (Last Name) 3 letters (First Name)	Press Return Key	AUT/TURABI/KAT
CALL NUMBER OF SPECIFIC ITEM	DSC/	Complete Call Number of a Specific Item	Press Return Key	DSC/LB2369.T81973
CALL NUMBER IN SUBJECT AREA	SPS/	Call Number (Whole or Part)	Press Return Key	SPS/LB2369

*For short words or names, fill in the required number of letters with spaces by pressing the space bar
**Words on the stoplist are not used.

2 IF MORE THAN ONE MATCH

MORE THAN ONE MATCH

If there is more than one match to your Step 1 search, a list of the matches is displayed. Next to each line number is the author (if there is one), title, and date of publication of an item. To see the complete information for a desired item, find its line number and do a Detailed Search by Line Number. The format for this is: DSL/Line number of title wanted. You also may obtain information for more than one line at a time. For example:

DSL/3 Asks for information about title on line 3.
DSL/3,5 Asks for information about titles on lines 3 and 5.

MORE THAN 10 MATCH

If your Step 1 search produces more than 10 titles, you must ask for more pages to see all the matches. Type:

PG2 To see the 2nd group of 10 matches.
PG3 To see the 3rd group of 10 matches.
PG+ To see the 4th group of 10 matches.

Repeat this sequence PG2, PG3, PG+ until you find the item needed. Then use the detailed search by line (DSL/) to display the detailed information.

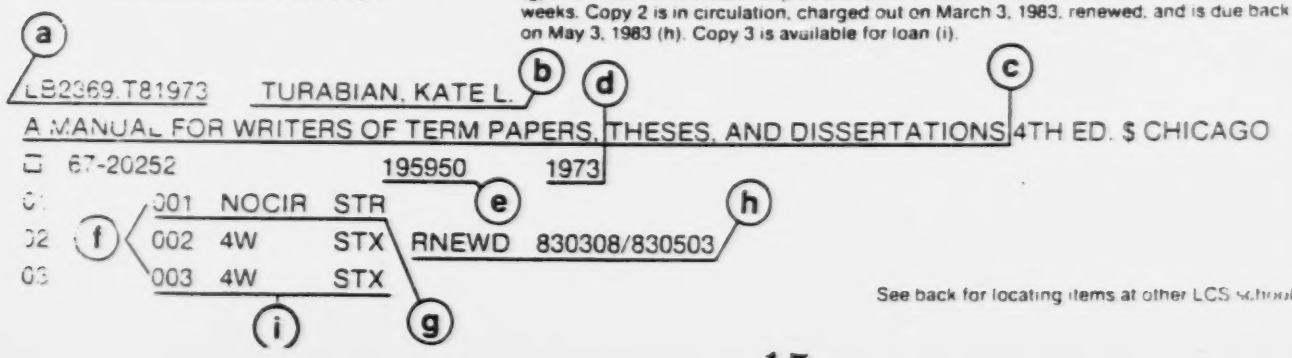
SPS SEARCH

If your Step 1 search is an SPS (call number in subject area) search, the 15 titles before and the 15 titles after the call number you typed can be seen. The first display will be page 2 with the call number you typed on line 16. Type PG1 to see the 10 preceding titles, or PG3 to see the 10 following titles. Use the detailed search by line (DSL/) to see the detailed information on any item.

3 DISPLAY OF INFORMATION

For each title, LCS gives the call number, author, title, publication data as well as holdings and circulation information. An example of a detailed display is:

In this example LB2369.T81973 (a) is the call number for the book by Turabian (b) entitled, *A Manual For Writers of Term Papers...*(c) published in 1973 (d). The title number is 195950 (e). SSU Library has three copies (f) of this book. Copy 1 is located in reference (g) and does not circulate. Copies 2 and 3 are located in stacks and circulate for four weeks. Copy 2 is in circulation, charged out on March 3, 1983, renewed, and is due back on May 3, 1983 (h). Copy 3 is available for loan (i).



See back for locating items at other LCS schools.

APPENDIX 2 ABRIDGED OUTLINE OF LIBRARY OF CONGRESS (LC) CLASSIFICATION SYSTEM

A General Works - Polygraphy

- AC Collections. Series
- AE Encyclopedias (General)
- AG General Reference Works
- AI Indexes (General)
- AM Museums
- AN Newspapers
- AP Periodicals (General)
- AS Societies. Academies
- AY Yearbooks (General)
- AZ General History of Know

B Philosophy - Religion

- B Collections. History. Systems
- BC Logic
- BD Metaphysics
- BF Psychology
- BH Esthetics
- BJ Ethics
- BL Religions
- BM Judaism
- BP Mohammedanism
- BR, BV Christianity
- BX Special Sects

C History - Auxiliary Sciences

- CB History of Civilization (General)
- CC Antiquities (General) Archeology
- CD Archives. Diplomatics
- CE Chronology
- CJ Numismatics. Coins
- CN Epigraphy. Inscriptions
- CR Heraldry
- CS Genealogy
- CT Biography

D History and Topography (except America)

- D General History
- DA Great Britain
- DB Austria - Hungary
- DC France
- DD Germany
- DE Classical Antiquity
- DF Greece
- DG Italy
- DF, DJ Netherlands
- DK Russia
- DL Scandinavia
- DP Spain and Portugal
- DQ Switzerland
- DR Turkey and the Balkan States
- DS Asia
- DT Africa
- DU Australia and Oceania
- DX Gypsies

E America (General) and U.S. (General)

F United States (Local) and America (except U.S.)

G Geography - Anthropology

- G Geography (General)
- GA Mathematical and Astronomical Geography
- GB Physical Geography
- GC Oceanology and Oceanography
- GF Anthropogeography
- GN Anthropology
- GR Folklore
- GT Manners and Customs (General)
- GV Sports and Amusements. Games

H Social Sciences

- H Social Sciences (General)
- HA Statistics
- HB Economic Theory
- HC Economic History and Conditions
- HD Economic History: Agriculture and Industries
- HE Transportation and Communication
- HF Commerce (General)
- HG Finance
- HJ Public Finance
- HM Sociology (General and Theoretical)
- HN Social History. Social Reform
- HQ Family. Marriage. Home
- HS Associates: Secret Societies, etc.
- HT Communities. Classes. Races
- HV Social Pathology. Philanthropy
- HX Socialism. Communism. Anarchism. Bolshevism

J Political Science

- J Documents
- JA General Works
- JC Political Science
- JF General Works
- JK United States
- JL British America, Latin America
- JN Europe
- JQ Asia, Africa, Australia, and Pacific Islands
- JS Local Government
- JV Colonies and Colonization. Emigration and Immigration
- JX International Law

K Law

L Education

L	General Works
LA	History of Education
LB	Theory and Practice. Teaching
LC	Special Forms
LD LJ	Universities and Colleges
LT	Textbooks

M Music

M	Music (scores)
ML	Literature of Music
MT	Musical Instruction and Study

N Fine Arts

N	General
NA	Architecture
NB	Sculpture and Related Arts
NC	Graphic Arts (General). Drawing
ND	Painting
NE	Engraving. Prints
NK	Art Applied to Industry. Decoration and Ornament

P Language and Literature

P	Philology and Linguistics (General)
PA	Classical Languages and Literatures
PB	201-431 General Works
PB	1201-3029 Celtic Languages and Literatures
PC	Romance Languages
PD	Germanic Languages
PE	English
PF	Dutch. Flemish. Afrikaans
PG	Slavic. Lithuanian-Lettish. Albanian
PH	Finno-Ugrian and Basque
PJ	Egyptian, Coptic. Hamitic. Semitic
PK	Indo-Iranian, Indo-Aryan. Iranian
PL	Eastern Asia. Oceania. Africa
PM	American (Indian) Languages. Artificial Languages
PN	Literary History and Collections (General)
PQ	Romance Literatures
PR	English Literatures
PS	American Literatures
PT	Teutonic Literatures
PZ	Juvenile Literatures

Q Science

Q	Science (General)
QA	Mathematics
QB	Astronomy
QC	Physics
QD	Chemistry
QE	Geology
QH	Natural History
QK	Botany
QL	Zoology
QM	Human Anatomy
QP	Physiology
QR	Bacteriology

R Medicine

S Agriculture - Plant and Animal Industry

S	Agriculture (General)
SB	Plant Culture (General)
SD	Forestry
SF	Animal Culture
SH	Fish Culture and Fisheries
SK	Hunting Sports

T Technology

T	Technology (General)
TA	Engineering (General). Civil Engineering
TC	Hydraulic Engineering
TD	Sanitary and Municipal Engineering
TE	Roads and Pavements
TF	Railroad Engineering
TG	Bridges and Roofs
TH	Building Construction
TJ	Mechanical Engineering
TK	Electrical Engineering
TL	Motor Vehicles. Aeronautics
TN	Mineral Industries. Mining and Metallurgy
TP	Chemical Technology
TR	Photography
TS	Manufactures
TT	Trades
TX	Domestic Science

U Military Science

V Naval Science

Z Bibliography and Library Science